



## Office of the Utah Lieutenant Governor Full-time Internship for Summer 2021

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**Who we are:** The Office of the Lieutenant Governor is seeking a paid intern for the 2021 summer season. This internship is ideal for students interested in a career in public administration because it will provide exposure to a wide range of administrative processes, including:

- Overseeing the conduct of elections;
- Voter outreach;
- Campaign finance disclosure and regulation;
- Notary public and lobbyist licensing;
- City incorporations and boundary certifications;
- Document authentication; and
- Government entity registration.

**Pay:** \$13.00 - \$15.00 per hour. This is a non-benefited internship.

**Hours:** 20-40 hours per week, depending on availability. Anticipated start date is May 15, 2020, but it can be flexible. The end date is flexible because it is based on school schedules.

**Location:** Utah State Capitol located at 350 North State Street, Salt Lake City, Utah.

### **Job Duties:**

Due to the variety of work that the office does, this individual will perform different tasks and projects throughout the summer. This may include:

- Working with the elections team and notary specialist to answer constituent emails and phone calls;
- Working with our local entity specialist to ensure compliance with government entity registration;
- Preparing documents and records for archiving; and
- Processing document authentications;

### **The Ideal Candidate:**

- Junior or senior in college (all degrees are accepted if the candidate has a working knowledge of government and/or administration);
- Enthusiastic;
- Motivated and takes the initiative (doesn't wait for projects to be handed to them);
- Professional;
- Ability to learn quickly and adapt to changing projects and deadlines;
- Experience with Office Suites (i.e. excel, word, powerpoint etc.);
- Follows through on projects; and
- Customer-service oriented.

**How to apply:** Email a resume and cover letter to Riley Wheeler (rwheeler@utah.gov) before 5:00 pm (Mountain Time) on April 15, 2021.